

Permits & Inspections Director



Job Code: 2290
Grade: 138
Reports to: Director of Planning & Code Administration
Salary Range: \$79,783 - \$125,033
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs advanced professional, technical, and administrative work overseeing the administration and enforcement of building codes, permitting, local zoning, erosion, sedimentation control, and related ordinances; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification facilitates and coordinates professional municipal government planning and development work of a difficult and responsible nature. In connection with growth and orderly development of the City, the employee must place a strong emphasis on the City's permitting processes and procedures, occupational licensing, construction inspections, and the implementation of customer service programs. Work is performed under the general supervision of the Director of Planning and Code Administration. Supervision is exercised over technical and professional staff.

ESSENTIAL FUNCTIONS

Planning, directing, managing, and supervising technical staff in various plans review, inspection, and code enforcement activities; preparing and maintaining appropriate records and files.

EXAMPLES OF WORK

- Plans, coordinates, and supervises the overall permit, inspection, and enforcement process of site development, building, electrical, mechanical, and plumbing inspection activities with responsibility for enforcing the laws, ordinances, and codes relating to construction in the City.
- Enforces zoning ordinances and takes appropriate action to force compliance as required.
- Enforces erosion, sedimentation, and flood plain regulations.
- Reviews building plans; attends site plan meetings on large projects.
- Oversees building permit issuance and reviews all major permit applications.
- Hears and makes investigations of complaints of inspection activities, takes appropriate action.
- Prepares evidence and testifies in court on code violation cases.
- Attends and provides support to the Planning Commission, City Council, Board of Appeals, and Historic Preservation Advisory Committee.
- Prepares a variety of reports and correspondence on inspection and code compliance matters.
- Prepares and administers the division's budget.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles and practices of building, electrical, fire prevention, plumbing, mechanical, and zoning code enforcement; thorough knowledge of building, construction, engineering, and structural engineering principles and practices; thorough knowledge of the erosion, sedimentation, and flood plain regulations; ability to supervise the work of subordinates; ability to establish and maintain harmonious relationships with other employees, county, state, and federal officials and the general public; ability to present facts and recommendations effectively in oral and written form; firmness and tact in enforcing codes and ordinances.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Engineering, Architecture, or related field. Five (5) to seven (7) years of professional experience in regulatory compliance enforcement in building, permitting, occupational licensing, and related standards; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires climbing, balancing, stooping, reaching, standing, walking, and fingering.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- Possession of Maryland Certified Inspector, BOCA Master Code Official, and Council of Building Official certifications.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
